

**CENTRAL WYOMING REGIONAL WATER SYSTEM
JOINT POWERS BOARD**

MEETING PROCEEDINGS

January 15, 2019

A public meeting of the Central Wyoming Regional Water System Joint Powers Board (Board) was held Tuesday, January 15, 2019 at 11:30 a.m., in the Joint Powers Board Conference Room, Regional Water Treatment Plant, 1500 SW Wyoming Boulevard, Casper, WY.

Board Members Present - Chairman King, Vice-Chairman Keffer, and Board Members Bertoglio, Huber, Tasler, and Walsh. Secretary Powell and Board Member Johnson were absent.

City of Casper – Huber, Walsh, Bruce Martin, Brian Schroeder, Clint Conner, Janette Brown, Scott Baxter, Alex Sveda

Natrona County – Bertoglio

Salt Creek Joint Powers Board – King

Wardwell Water & Sewer District – Keffer

Pioneer Water & Sewer District – Tasler

Poison Spider Improvement & Service District –

Wyoming Water Development Office -

Sandy Lakes Estates -

Lakeview Improvement & Service District -

33 Mile Road Improvement & Service District –

Mile-Hi Improvement and Service District –

Central Wyoming Groundwater Guardian Team (CWGG) –

Others — Charlie Chapin – Williams, Porter, Day & Neville, P.C.

The Board meeting was called to order at 11:32 a.m.

1. In Announcements, Mr. Martin stated that Ms. Linda Tasler is in attendance and has the

proxy for Board Member Waters.

2. Chairman King asked for a motion to approve the minutes from the December 18, 2018 meeting. A motion was made by Vice-Chairman Keffer and seconded by Board Member Walsh to approve the minutes from the December 18, 2018 meeting. Motion put and carried.
3. Mr. Martin asked the Board to reference the updated voucher listing dated today and shown on the screen. Mr. Martin stated that six additional vouchers were added to the listing; voucher 7968 for Williams, Porter, Day & Neville, P.C. in the amount of \$3,381.74 for Legal Fees; voucher 7969 for Skogen, Cometto & Associates, P.C. in the amount of \$17,500.00 for Completion of the FY2018 Annual Audit; voucher 7970 for Casper Star-Tribune in the amount of \$542.76 for Advertisement for Bid for the WTP Variable Frequency Drive Project No. 18-101; voucher 7971 for Long Building Technologies, Inc. in the amount of \$6,521.61 for HVAC system repairs; voucher 7972 for KROHNE Inc. in the amount of \$4,362.39 for an 8-inch Mag Meter to be placed in Parts Inventory; and voucher 7973 for HDR, Inc. in the amount of \$27,465.28 for Wardwell Tank Repairs. Mr. Martin recommended approval of the vouchers and offered to answer any questions the Board may have on the voucher listing.

Chairman King asked for a motion to approve the January 2019 vouchers. A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve the January 2019 voucher list to include voucher numbers 7960 through 7973 in the amount of \$402,732.98. Motion put and carried.

4. Mr. Martin asked the Board to reference the Gallons Produced table in the agenda packet. Mr. Martin stated that production for December 2018 was 162 MG, which is 4 MG less than the five year average of 166 MG. Mr. Martin stated that year to date production is 2.15 BG which is 120 MG less than the five year average of 2.27 BG.

Mr. Martin stated that Water Revenue for December is \$298,281.

Mr. Martin asked the Board to reference page 2 of the December 2018 Financial Report. Mr. Martin stated that year to date Water Sales are \$3.954 M, which is an increase of \$220,924 over last year due to the rate increase.

Mr. Martin stated that the Total Operating Expenses are \$1,722,283, which is a 3.75% increase over last year. Mr. Martin stated that these expenses include the additional WTP Operator, the increased Interdepartmental Charges, and additional chemical purchases due to the Surface Water Plant being in operation longer this past summer season.

Mr. Martin stated that the Net Assets increase year to date is \$1,655,205.

Chairman King asked for a motion to approve the December 2018 Financial Report as presented. A motion was made by Board Member Tasler and seconded by Board Member Walsh to approve the December 2018 Financial Report as presented. Motion put and carried.

5. Chairman King turned the time over to Mr. Schroeder for the Operations Update.

Mr. Schroeder stated that the WTP is in wintertime operations, which means staff is getting the WTP ready for summertime operations.

Mr. Schroeder stated that the Filter Clear Wells have been drained and inspected. Mr. Schroeder stated that this inspection required that confined space entry procedures be followed. Mr. Schroeder stated that the Filter Clear Wells were very clean. Mr. Schroeder stated that staff will now disinfect the Filter Clear Wells and fill them. Mr. Schroeder stated that inspecting the Clear Wells is required by DEQ and EPA every five years.

Mr. Schroeder stated that the Backwash Tank will be put into service in order for the 2.6 MG tank to be taken out of service, drained, cleaned, and inspected. Mr. Schroeder stated that the 2.6 MG tank will need repairs and recoated. Chairman King asked if divers could be used to inspect it. Mr. Schroeder stated that the last time it was inspected, divers were used. Mr. Schroeder stated that because staff knows the tank needs recoated outside, staff needs to get a really good look at the inside since ozone is used as the primary disinfectant and is corrosive.

Mr. Schroeder stated that last month three Raw Water pumps were pulled; two were replaced with new pumps and one was sent for repairs. Mr. Schroeder stated that the pump sent for repairs was fairly new; it was purchased in 2015 and installed in early 2016. Mr. Schroeder stated that the pump failed in August 2018. Mr. Schroeder stated that the pump was sent to a company to diagnose the issues to see if it could be repaired. Mr. Schroeder stated that the pump will need to be totally rebuilt. Mr. Schroeder stated that the rebuild will cost approximately \$40,000; a new pump would cost \$70,000. Chairman King asked if there was a warranty on the pump. Mr. Schroeder stated that there was a one-year warranty. Mr. Schroeder stated that he is pretty sure it was out of its tolerances when it came from the factory. Mr. Schroeder stated that these pumps are only used during the summer months, and because there are six Raw Water pumps, they are rotated so this pump did not have very many hours on it when it failed.

The time was turned over to Mr. Conner for the Transmission System Update.

Mr. Conner stated that last week there was a leak on the 42-inch waterline between the De-Gas and the 2.6 MG Tank. Mr. Conner stated that this is close to the area where COP tied in a tee for the Backwash Tank. Mr. Conner stated that COP came and dug up the waterline and found out a coupling on the 42-inch waterline was leaking; this is approximately three feet away from where COP was working. Mr. Conner stated that Distribution staff was able to tighten the bolts and get the leak stopped.

Mr. Conner stated that the WTP Maintenance staff replaced the mag meter in the Pioneer Booster and it will be tested for accuracy soon.

Mr. Conner stated that the Metro Road Booster pump has been returned after having the

internal coating redone. Mr. Conner stated that the pump has been installed and put back in service. Mr. Conner stated that while installing the pump, it was discovered that a washer from one of the swing check valves was holding it open. Mr. Conner stated that it was discovered that regular steel washers and bolts were used instead of stainless steel. Mr. Conner stated that staff will be going through all the check valves to make sure they are upgraded in order to avoid any issues in the future.

Mr. Conner stated that non-draining hydrants are being drained and other hydrants are being serviced in the RWS system. Mr. Conner stated that valve maintenance is also being done.

Mr. Conner stated that chlorine levels in the system are climbing and should be good until August.

6. There was no Public Comment.
7. There was no Old Business.
 - a. There was no Other Old Business.
8. In New Business:
 - a. Chairman King stated that he read the memo regarding the change order for the WTP Emergency Power Project and was confused. Mr. Martin stated that Mr. Alex Sveda with the City Engineering Department is in attendance to review the change order with the Board.

Mr. Sveda stated that this project has been delayed for over a year. Mr. Sveda stated that this project is funded with an SRF loan and substantial completion, which means the generator was working and functioning, was issued March 17, 2018. Mr. Sveda stated that the contractor has had issues getting items on the final completion punch list completed.

Mr. Sveda stated that this change order includes a request of 554 days, the additional fees included in the amendment with the Consulting Engineer for extra work that was required, and unused contingency funds. Mr. Sveda stated that the total of the deduct change order is \$80,185. Mr. Sveda stated that the project needs to meet final completion in order for the State to close out the SRF loan and put it into repayment status. Mr. Sveda stated that there are a couple of punch list items left to be completed. Mr. Sveda stated that at this point there won't be any other additional fees from the Consulting Engineer.

Chairman King asked if there were delays with the contractor getting supplies. Mr. Sveda stated that there were delays with getting supplies from sub-contractors, and there was a delay with getting the switch repaired. Mr. Sveda stated that there were also delays because the contractor had to wait for the WTP surface water plant to shut down for the season before testing could be completed.

Board Member Walsh asked if the 554 day extension is to be added starting now, or if it is an extension on the original contract completion date. Mr. Sveda stated that it is an extension on the original contract completion date. Board Member Walsh asked what the completion date is now. Mr. Sveda stated that the scheduled completion date is now February 19th. Mr. Martin stated that there is one additional test to be performed before final completion will be issued.

Mr. Martin informed the Board that no action is required on the change order today, as this is for informational purposes only. Mr. Martin stated that once the final test is completed, the change order will be brought back to the Board for consideration in February.

- b. In Other New Business, Mr. Martin stated that Mr. Scott Baxter with the City Engineering Department is in attendance today to discuss Change Order No. 4 with Landmark Structures in the amount of \$1,564.00.

Mr. Baxter stated that this project is essentially completed, but staff determined that waterline markers were not included in the original design, but should be installed on the new waterline outside of the tank site. Mr. Baxter stated that staff decided that since this is a low traffic area, plastic markers would be suitable. Mr. Baxter stated that there are eight marker posts that need to be installed for a total price increase of \$1,564.00. Mr. Baxter stated that these marker posts should be installed this week and substantial completion will be issued once they are installed.

Mr. Baxter stated that this project is funded by the State, and even though all the State funding has been expended, the WWDC has approved the installation of the waterline markers.

A motion was made by Board Member Walsh and seconded by Vice-Chairman Keffer to approve Change Order No. 4 with Landmark Structures for the Airport Elevated Water Storage Tank Project No. 14-48 in the amount of \$1,564.00. Motion put and carried.

9. A motion was made by Board Member Walsh and seconded by Board Member Tasler to adjourn from Regular Session into Executive Session to discuss potential litigation at 11:54 a.m. Motion put and carried.

A motion was made by Board Member Walsh and seconded by Board Member Bertoglio to open the Executive Session at 11:55 a.m. Motion put and carried.

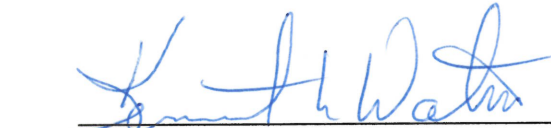
A motion was made by Vice-Chairman Keffer and seconded by Board Member Bertoglio to adjourn from Executive Session back to Regular Session at 12:01 p.m. Motion put and carried.

10. In the Chairman's Report, Chairman King stated that the next regular meeting will be

held on February 19, 2019.

A motion was made by Board Member Walsh and seconded by Board Member Bertoglio to adjourn the meeting at 12:02 p.m. Motion put and carried.


Chairman


Secretary